

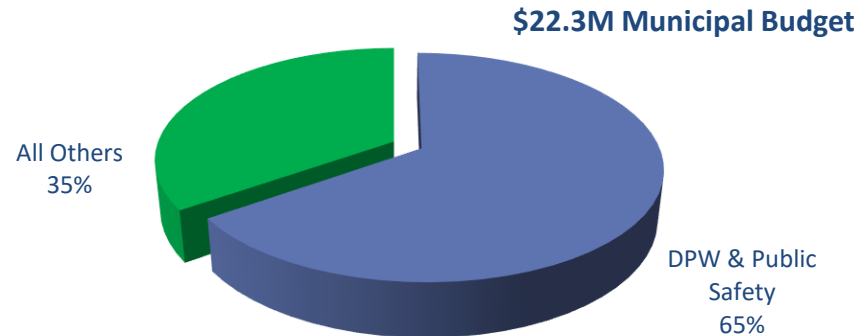


Municipal Budget Review  
Finance and Warrant Commission  
February 9, 2021

# FY22 Proposed Municipal Budget Summary

## What does the Municipal Budget Provide?

- High quality services that respond to all areas and all age groups throughout the Town.
- Majority of the budget is Public Safety and Public Works – 65% of the budget
- Police and Fire - 45% of the budget
- DPW services include maintenance of roads, fields and all buildings - 20% of the budget
- Programs and services for all ages in Town, young and old:
  - Council on Aging
  - Library
  - Recreation
- State required
  - Zoning, Health, Licensing, Veterans
- Administrative Departments

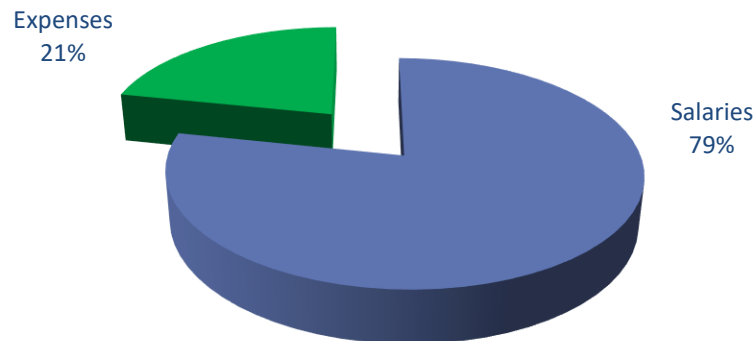


**Provides wide range of services**

# FY22 Proposed Municipal Budget Summary

The municipal budget is salary driven.

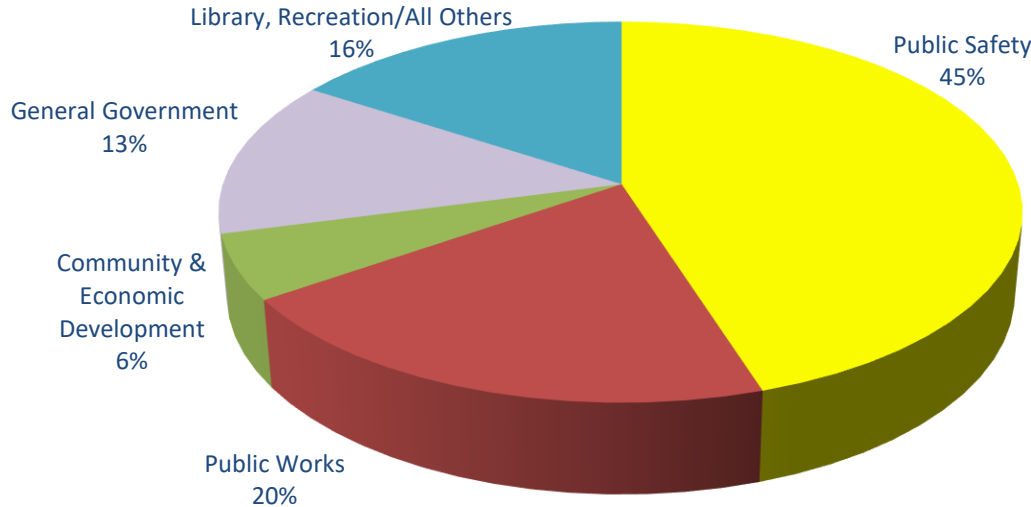
- The major portion of the municipal budget is spent on staffing
- Our primary service delivery is through our staff – police officers, firefighters and DPW workers providing direct services to our residents



FY21 Budget	Function	FY22 Requested Budget	% of Total
\$16,950,190	Salaries	\$17,553,991	79%
<u>\$4,703,605</u>	Expenses	<u>\$4,786,690</u>	21%
<b>\$21,653,795</b>	<b>Total</b>	<b>\$22,340,681</b>	<b>100%</b>

# FY22 Proposed Municipal Budget

How is the municipal budget funding allocated among service areas?



	<b>FY21</b>	<b>FY22</b>	<b>\$ Increase</b>	<b>% Increase</b>
General Government	\$2,885,209	\$2,920,529	\$35,320	1.2%
Public Safety	\$9,761,695	\$10,064,363	\$302,668	3.1%
Community & Eco Dev	\$1,195,730	\$1,274,607	\$78,877	6.6%
Public Works	\$4,389,680	\$4,537,690	\$148,010	3.4%
Human Services	\$844,081	\$866,068	\$21,987	2.6%
Culture & Recreation	\$1,999,035	\$2,055,774	\$56,739	2.8%
Other/Dept Wide IT	\$578,365	\$621,650	\$43,285	7.5%
<b>Total</b>	<b>\$21,653,795</b>	<b>\$22,340,681</b>	<b>\$686,886</b>	<b>3.17%</b>

- Public works and public safety combined FY22 total budgets of \$14,602,053.
- Public Works and Public Safety have an increase in FY22 of \$450K, which is 66% of the total overall increase.

# FY22 Proposed Municipal Budget Summary

What are the salary changes in the FY22 Budget?

Category	Current	Proposed	Difference	
	FY21 Budget	FY22 Budget	\$	%
Salaries	\$ 16,950,190	\$ 17,553,991	\$ 603,801	3.6%
Expenses	4,703,605	4,786,690	\$ 83,085	1.8%
<b>Total</b>	<b>\$ 21,653,795</b>	<b>\$ 22,340,681</b>	<b>\$ 686,886</b>	<b>3.17%</b>

Department	Item	Cost
All Departments	Salary contractual obligations, COLA/Step Increases, net of turnover in savings (approximately)	\$530,000
Health	Public Health Nurse position increased from part time to full time in FY21	\$15,000
Community & Economic Development	Building Inspections increase in inspection hours in FY21	\$38,000
	<b>Total</b>	<b>\$583,000</b>

There are no new positions included in the FY22 proposed budget.

# FY22 Proposed Municipal Budget Summary

What are the expenses in the FY22 proposed budget?

Category	Current	Proposed	Difference	
	FY21 Budget	FY22 Budget	\$	%
Salaries	\$ 16,950,190	\$ 17,553,991	\$ 603,801	3.6%
Expenses	4,703,605	4,786,690	\$ 83,085	1.8%
<b>Total</b>	<b>\$ 21,653,795</b>	<b>\$ 22,340,681</b>	<b>\$ 686,886</b>	<b>3.17%</b>

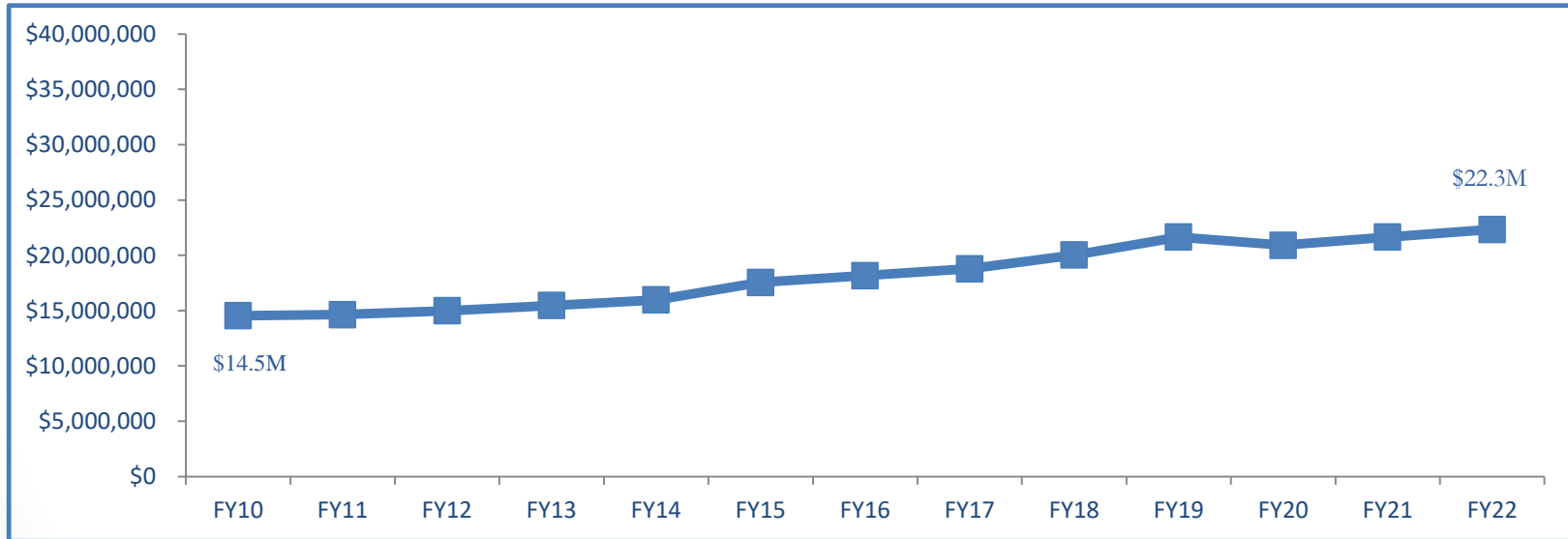
Approximately \$83K or 12% of the total budget increase is in the expense line.

Largest Expense Changes between FY21 and FY22 Budgets		
Department	Request	Cost
Town Clerk	Election Cycle	(\$13,000)
Housing Authority	Housing Lottery	\$2,000
Fire	Fire expenses	\$5,000
Police	Police training expense	\$15,000
DPW	Building Maintenance expense	\$19,000
	Fields Maintenance Irrigation	\$5,000
Software/Hardware Maintenance	Annual Maintenance for new Public Safety Software	\$43,000
	<b>Total</b>	<b>\$76,000</b>

# FY22 Proposed Municipal Budget Summary

## How has the municipal budget increased over the last several years?

- The municipal base budget has had relatively moderate growth.
- The Select Board strives for sustainable budget growth.
- Additional, separate University Station funding has been used to help increase the staffing in Public Safety.
- In FY22 the proposed municipal budget growth is 3.17%.



Percent Change in Budget													
	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
Municipal Budget	0%	0.6%	2.3%	3%	3.2%	3.4%	5.2%	3.7%	3.6%	3.1%*	3.5%	3.57%	3.17%

# Public Safety Staffing Has Significantly Improved

- Public safety is the most important area of municipal government, and comprises 45% of the municipal budget.
- In recent years, the Select Board has focused on appropriate staffing levels for the police and fire departments, particularly in light of the additional service impact created by the University Station Development.
- Since 2014, the town has added 23 public safety positions, including:
  - 14 firefighters,
  - 7 police officers,
  - 1 dispatcher, and
  - 1 Communication Center Director.

Police	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
<b>Uniformed Staff</b>	28	28	31	31	31	33	33	35	35	35
<b>Dispatchers</b>	7	7	8	8	8	8	8	8	8	8
<b>Communications Center Director</b>								1	1	1

Fire	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
<b>Uniformed Staff</b>	30	34	38	38	38	42	42	44	44	44

- Improved Staffing has enhanced service delivery to all residents.
- No new positions in FY22 budget
- Continue to evaluate going forward



# Municipal Budget:

## COVID Impact

- Departments had to pivot service delivery in March 2020
  - Public Health and Public Safety departments focused on residents' health and safety
  - Pivot to online programming – Library, COA, YFS
  - Administrative Departments onsite and remote to continue operations
- CARES/FEMA funding covered additional expenses
- Continue efforts to continue to assist community in COVID crisis
  - Vaccination program
  - Ongoing Public Safety assistance

## Areas of Future Focus

- Maintain High Level of Services to the Community
- Continue to Monitor Public Safety Staffing Levels
- Facilities:
  - Ensure new buildings are properly maintained
  - Continue planning for other necessary facilities upgrades.

# FY22 Capital Requests – Municipal Article

## Municipal Capital - Preliminary Recommendation

Item	Amount	Funding Source
COA - Wheelchair Accessible Van	\$90,000	
DPW -One Ton Dump Truck With Plow (Truck 17)	\$75,000	
Fire - Replace Engines (2) (Lease Payments Year 5 of 5)	\$226,400	
Fire -Turnout Gear Purchase and Replacement	\$45,000	
Fire -Radio Upgrade and Replacement	\$32,500	
IT - End User Technology	\$75,000	
Library - Patron/Staff End User Technology	\$12,500	
Library - AMH (automated materials handler) upgrade	\$32,000	
Police - Replacement of Police Vehicles	\$194,750	
Police -Police Equipment	\$55,000	
Police -Police, Fire & EMS Radio Infrastructure	\$76,500	
Building Maintenance - Facility Maintenance	\$100,000	
Building Maintenance - Energy Efficiency	\$50,000	
Building Maintenance – Carby Street Paint and Floor	\$40,000	
Building Maintenance - Building Management System Controls	\$50,000	
WAHA - Building Maintenance and Improvement	\$150,000	
	Total	
	<b>\$1,304,650</b>	
	Current Budget Allocation	Free Cash
	\$1,304,650	

# FY22 Capital Requests – Other Funding

## Other Capital – Funded with Specific Revenue Sources

Item	Amount	Funding Source
Fire -Self Contained Breathing Apparatus Upgrade & Replacement	\$37,500	Ambulance Receipts
Fire - Replace Ambulance - Rotating Cycle	\$387,500	Ambulance Receipts
Fire -Rescue Upgrade and Replacement	\$10,000	Ambulance Receipts
Stormwater MS-4 Requirement	<u>\$70,000</u>	Sewer Retained Earnings
Total	<u><u>\$505,000</u></u>	

## Other Capital – Funded With Meals/Hotels Revenue

Item	Amount	Funding Source
Turf Field Replacement (H.S. multipurpose practice field)	\$750,000	
Pool - Deck Surfacing Replacement	\$200,000	
Pool - Drainage and Refurbishment	<u>\$110,000</u>	
Total	<u><u>\$1,060,000</u></u>	Meals/Hotels Tax

# FY22 Capital Requests – Borrowing Articles

## Sewer Capital Request - Borrowing

### Article: Sewer Infiltration and Inflow Assessment

To see if the Town will appropriate Five Hundred Thousand Dollars (\$500,000) to pay costs of engineering and construction services related to the development of plans and specifications for the reduction of infiltration and inflow into the Town’s wastewater collection system, and for the payment of all costs incidental and related thereto, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise, or to take any other action relative thereon.

This project will be part of the MWRA grant program. Of the \$500,000 , 75% will be funded from the MWRA grant program and 25% will be funded from the MWRA 5-year interest free loan.

## Additional Capital Request – Equipment Borrowing Article

Item	Amount	Funding Source
DPW - Roadside Sweeper (Truck 4)	\$250,000	
Fire - Swap Body Multipurpose Vehicle	\$380,000	
Total	<u>\$630,000</u>	

